

## Position Description

<b>Job Title:</b>	Vice President for Academic Affairs and Chief Academic Officer
<b>Department:</b>	Academic Affairs
<b>Reports to:</b>	President
<b>Purpose of the position:</b>	To provide strategic leadership and direction of the academic programs and departments; to create the vision for academic affairs that is grounded in the liberal arts and sciences history and mission and sets a path for success for the future; provide oversight for the academic schools and Deans to ensure faculty support and development across the curriculum.
<b>Typical experience and education:</b>	<ul style="list-style-type: none"> <li>▪ The VPAA/CAO will possess a terminal degree appropriate for appointment to the faculty as a tenured, full professor and successful experience as a teacher-scholar and academic administrator at the college/university level, preferably in a liberal arts and sciences setting.</li> </ul>
<b>Essential responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Oversees and manages the planning, implementation, administration, coordination, and evaluation of all academic curricula and programs</li> <li>▪ Provides academic leadership for academic support services and administrative units including operating policies and procedures, through collaboration with Deans and other academic administrators.</li> <li>▪ Provides leadership, support and vision in developing and modifying academic programs, curricula, services, policies and procedures in collaboration with Deans and faculty to ensure opportunities for student success.</li> <li>▪ Promotes and fosters scholarship, research and creative activity within the College in myriad ways, including providing support and resources for grant initiatives and proposals.</li> <li>▪ Confers regularly with Deans, department chairs, faculty members and staff to plan and evaluate academic programs and services of the College.</li> <li>▪ Provides leadership and oversight of full and part-time faculty and staff and fosters and ensures collegial shared governance in collaboration and consultation with department chairs.</li> <li>▪ Evaluates Deans and faculty and makes recommendations to the President on faculty appointment, reappointment, promotion, tenure, and non-reappointment; oversees and facilitates the annual evaluation for Deans, faculty and staff; assesses and plans for future staffing/faculty needs.</li> <li>▪ Serves on the President’s Cabinet and represents the needs and interests of the faculty and Academic Affairs.</li> <li>▪ Collaborates with the Office of Human Resources on recruiting and cultivating a diverse faculty and academic affairs staff.</li> <li>▪ In partnership with the President and the Vice President of Advancement, participate in fundraising initiatives to secure new resources that enhance academic programs, faculty development, and student success, ensuring sustainable growth and innovation.</li> <li>▪ Provides effective and efficient management and oversight of financial resources for academic departments, including the preparation of annual budgets; identifies budget needs in alignment with the strategic priorities of the College.</li> </ul>

<b>Required Competencies:</b>	Quality of Service, Engagement and Initiative, Commitment and Accountability, Communication, Teamwork and Cooperation and Leadership/Management.
<b>Skills and abilities:</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated leadership and administrative experience in higher education;</li> <li>▪ A demonstrated record of building and maintaining an atmosphere of transparency and collegiality with a record of achievement in recruiting and cultivating a diverse faculty, promoting a multicultural learning environment and fostering scholarly activities.</li> <li>▪ Ability to develop and communicate a clear vision and inspire others to enhance their contributions to Emmanuel's mission;</li> <li>▪ Ability to relate to multiple constituencies, to build consensus, to communicate effectively, to be an integral part of the vibrant Emmanuel community;</li> <li>▪ Exemplify exceptional leadership through active listening and a thoughtful sense of humor, fostering a positive and engaged organizational culture.</li> <li>▪ Ability to develop and administer short and long-range strategic plans with respect to academic programs and the broader strategic plan;</li> <li>▪ Demonstrated record of teaching, research, and service that meets the qualifications necessary to be a faculty member; a proven record of administrative leadership and managerial experience; excellent skills in oral, written, and interpersonal communications; and successful budget and resource management experience.</li> </ul>
<b>Physical Demands:</b>	<p>Sedentary work: Exerting up to 10 lbs. of force occasionally and / or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met.</p> <p>The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.</p>